



# Foreign Affairs Manual

## 1 FAM – Organization and Functions

**Change Transmittal:** ORG-281

**Date:** August 17, 2012

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### 1 FAM 040 THE UNDER SECRETARIES OF STATE

#### Changes

1. This Change Transmittal announces changes to **1 FAM 045.6**:
  - The title "Senior Advisor" was added to "Ambassador-at-Large" for the head of J/TIP;
  - The head of J/TIP now reports only to J.
2. Darkmagenta italics was used to indicate changed text.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The offices responsible for these changes in this subchapter are J, J/TIP, and M/PRI.

#### Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 040 (CT:ORG-280; 08-10-2012) and insert revised subchapter 1 FAM 040 (CT:ORG-281; 08-17-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:ORG-281, and initial.

#### Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see

2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.